

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

2. Reason for Submission
 Redescription New
 Reestablishment Other

3. Service
 Hdqtrs Field

4. Employing Office Location

5. Duty Station

6. OPM Certification No.

Explanation (Show any positions replaced)

Standard MWR NAF PD

7. Fair Labor Standards Act
 Exempt Nonexempt

8. Financial Statements Required
 Executive Personnel Financial Disclosure Employment and Financial Interest

9. Subject to IA Action
 Yes No

10. Position Status
 Competitive
 Excepted (Specify in Remarks)
 SES (Gen.) SES (CR)

11. Position Is
 Supervisory Managerial Neither
 12. Sensitivity
 1-Non-Sensitive 2-Noncritical Sensitive 3-Critical 4-Special Sensitive

13. Competitive Level Code

14. Agency Use

NAF

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review	Office Automation Clerk	NF	0326	02	JN	12-31-01
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title)

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment

c. Third Subdivision

a. First Subdivision

d. Fourth Subdivision

b. Second Subdivision

e. Fifth Subdivision

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. **Supervisory Certification.** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that

this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature

Date

Signature

Date

21. **Classification/Job Grading Certification.** I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position

OPM PCF Office Automation Clerical & Assistance Series GS-0326, TS-100 Nov 90 Grade Level Guide for Clerical & Asst Work

Typed Name and Title of Official Taking Action

S. J. NEW

Principal Classifier

Signature

Date

12-31-01

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review	Initials	Date								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks

25. Description of Major Duties and Responsibilities (See Attached)

NONAPPROPRIATED FUND POSITION DESCRIPTION TITLE: Office Automation Clerk **POSITION NUMBER** 01-0064 **SERIES:** 0326 **PAY LEVEL:** NF-2 **Summary of Duties:**

Operates a personal computer (PC) and peripheral equipment to produce a variety of civilian and military correspondence, spreadsheets, charts, reports and graphs, using a wide variety of software programs. Transmits and receives documents and messages electronically using PC network or links to other computers. Proofreads all prepared correspondence and checks for completeness and conformance to applicable instructions and regulations.

Operates PC using graphics applications to produce various graphic materials as required.

May type and prepare statistical data sheets with the use of PC using LOTUS 1-2-3 or similar software.

Performs other related duties as assigned.

Minimum Qualifications:

One to two years of experience in the operation of a personal computer and peripheral equipment. Knowledge of a variety of integrated software programs. Knowledge of general clerical procedures.